Grant Reporting & Recognition Requirements

Name of grantee(s):

Email address:

Project Title:

Dates of the project (completed within 12 months of receiving funds):

Date submitted:

The Enrichment Fund requires two reports on all of its grants: a **narrative report** and a **financial report**.

Narrative Report

In 500 words, please describe the process and progress made toward reaching the goals of the project and the impact. Please consider the following questions when creating your narrative report.

- Why was this project important to you and the significance of the grant?
- How did you and/your team proceed to achieve your goals?
- Were there any unexpected benefits or challenges that occurred during the term of the project and describe any significant lessons learned?
- What do you consider the evidence/indication that your program achieved or did not achieve its desired outcomes?

Financial Report

Please include your actual expenses (if there were any changes form the original proposal, please include a brief note explaining how). Feel free to use the following template or attach your own.

Total of grants funds awarded by EFB:

$

	Expenses description	Estimates expenses (as submitted in the proposal)	Actual expenses	Enrichment Fund Board Grant Expended
1				
2				
3				
4				
	Total			

If applicable, include a brief explanation for any changes of your budget plan from the original proposal:

Project Documentation

We ask that you include documentation of your project in your final reporting. This can be in the form of photographs, charts, drawings, video etc. as appropriate to your specific work. In addition to the value of this material for your personal portfolio, thoughtful documentation helps the Enrichment Fund board with fundraising and helps the department share your work on its website.

Please provide a 1-2 paragraph overview of your project (and images) to be published on the Enrichment Fund website and for the archive. Documentation and media: Please include at least 5 pictures in 300dpi documentation of the project and process (photos, videos, etc.)

Grant Recognition Guidelines

Please use the following language to acknowledge your Enrichment Fund grant:
This project is supported by a grant from the SAIC Arts Administration Enrichment Fund (insert EF logo & SAIC logo).

We kindly ask all Grantee(s) to include this acknowledgement in all published materials and communications, as applicable. (e.g. Exhibition title wall, website, posters, etc.)

Grantee(s) will vet the materials with the specific credit line thru the Enrichment Fund (via enrich@saic.edu) for approval prior to publishing or printing the materials.